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INDIANA

TEACHERS' LICENSES

EXAMINATIONS

NOTES

REVISED BY ALBERT J. BARNETT
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TEACHERS' LICENSES

I. ISSUED BY STATE BOARD OF EDUCATION.

1. PROFESSIONAL.

Valid for eight years in any public school of the state. The examination for this license is held annually on the last Saturday in February. The subjects are: Algebra, Civil Government, American Literature, Science of Education, and two of these six, Physics, Botany, German, French, Spanish and Latin.

To be eligible for this examination the applicant must have held two thirty-six months, a thirty-six months and a sixty months, or two sixty months licenses. In addition he must have had at least forty-eight months' successful experience as a teacher.

Licenses are granted to those who make a general average of 85% and do not fall below 75% in any subject. If the average is 85% or more and the grade in a single subject is below 75% the applicant is conditioned. If a passing grade is made in the conditioned subject at the next annual examination, a license is issued. No fee is required for this examination.

2. LIFE.

(a) General.—Valid for life in any public school of the state. The examination is held annually in April and is open to those who have met successfully all the requirements for a professional license. The subjects are: Geometry, Rhetoric, General History, English Literature, Physical Geography and two of these three, Chemistry, Geology and Zoology.

The Professional license regulations as to grades and conditions apply without change to the general life license.

The fee for this examination is five dollars.

(b) **Special for College Graduates.**—Valid for life in any public school of the state. The examination is held annually in April. It is open to graduates of standard colleges who have held one or more sixty months licenses or a Professional license, and who have had thirty months' successful experience with at least ten of it in Indiana. The subjects are any three of the following: General History of Education, The School System and the School Law of Indiana, Educational Psychology, Experimental Psychology and Child Study, Leading School Systems of Europe and America, Science of Education, and Principles and Methods of Instruction.

The grades required are the same as for a Professional license. No conditions are allowed.

The regulation as to fee is the same as in the general life.

PLACES OF EXAMINATION.

State Board examinations are held annually on the last Saturdays of February and April at the following places:

1. In the Department of Public Instruction, State House.

2. In the office of the City Superintendent of Schools, Ft. Wayne.

3. In the office of the City Superintendent of Schools, Evansville.

4. In the office of the City Superintendent of Schools, Valparaiso.

5. In the office of the County Superintendent of Schools, Richmond.

6. In the office of the President of the State Normal School, Terre Haute.

7. In the office of the President of Purdue University, Lafayette.

8. In the office of the City Superintendent of Schools, Seymour.

9. In the office of the President of Indiana University, Bloomington.

RULES.

1. Write upon one side of the paper only, using legal cap.

2. See that the answers to the questions in each branch are entirely separate from those of any other branch, and securely fastened together.

3. Write full name and postoffice address upon each set of answers, and upon every sheet disconnected from the first one.

4. Answer the General Questions upon a separate sheet.

5. Furnish the examiner with a certified statement of experience and with three testimonials as to success.

6. Furnish the necessary postage to forward your manuscript to Indianapolis.

3. SPECIAL.

Valid for three years to teach the common branches in rural and town schools. By a law enacted in 1907 the State Board of Education was empowered to provide a special two years course for teachers. This course is given by such accredited schools as make proper provision for it. Graduates of this course are permitted to teach without examination in the rural and town schools of the state for a period of three years from the date of the completion of the course. Teachers of this class who desire to teach in city schools must pass the regular examination.

All two-year special course teachers without experience are in Class A. Those with one or more years' experience are in Class B. The salary grade in Class A is 85%, and in Class B 90%. Any teacher has the privilege of raising these grades by examination.

II. ISSUED BY THE STATE SUPERINTENDENT.

1. COMMON SCHOOL.

(a) **Twelve Months.**—Valid to teach the common branches in any public school of the state for a period of twelve months. All teachers who were in the profession prior to August, 1908, are eligible for this examination. Graduates of commissioned or certified high schools or the equivalent, who have had at least twelve weeks' normal training in an accredited school are also eligible.

The subjects are: Arithmetic, Grammar, United States History, Physiology and Scientific Temperance, Geography, Reading, Writing, Spelling, Literature, Science of Education, Drawing and Music. The grades in writing and spelling are determined from the manuscript. An option is given to answer questions upon the reading circle books of the current year instead of the analogous subjects in the required list. For the year 1910 these options are allowed: Literature or Literature of the Bible; Science of Education or Mind in the Making, or Nature Study and Agriculture. Drawing and Music are optional subjects except in counties where they are specifically required by the board of education. All manuscripts in Drawing must be upon drawing paper and prepared with proper drawing material. Grammar, Literature and Literature of the Bible are graded from 0 to 90 on the correctness of the answers and from 0 to 10 on the quality of English used.

A license is not issued unless the general average is 85%, with no grade below 75%. A teacher holding this license is in Class A.

(b) **Twenty-four Months.**—Valid to teach the common branches in any public school of the state for a period of twenty-four months. All teachers who had one or more years' experience prior to August, 1908, and all Class A teachers of one year's experience and

twenty-four weeks' normal training in an accredited school are eligible for this examination. The subjects and conditions are the same as in (a) above.

A license is not issued unless the general average is 90% with no grade below 80%. The general average is one-half of the sum of the average scholarship and the success grades.

A teacher holding this license is in **Class B**.

(c) **Thirty-six Months**.—Valid to teach the common branches in any public school of the state for a period of thirty-six months. All teachers who had three or more years' experience prior to August, 1908, and all Class A and B teachers of three years' experience and three years' normal training in an accredited school are eligible for this examination. The subjects, conditions and method of determining general average are the same as in (b) above.

A license is not issued unless the general average is 95% with no grade below 85%. A teacher holding this license is in **Class C**.

2. PRIMARY.

(a) **Twelve Months**.—Valid to teach the common school branches in grades one, two, three and four of the public schools of the state for a period of twelve months. Eligibility, conditions, required grades and class are the same as for **twelve months common school**. Special primary questions in Arithmetic, Reading, Grammar and Science of Education take the place of the common school questions in these subjects. In the other subjects the common school questions are used.

(b) **Twenty-four Months**.—Valid to teach the common school subjects in grades one, two, three and four of the public schools of the state for a period of twenty-four months. The subjects are the same as in (a) **Primary**. All other requirements are the same as for a twenty-four months common school.

(c) **Thirty-six Months.**—Valid to teach the common school branches in grades one, two, three and four of the public schools of the state for a period of thirty-six months. The subjects are the same as in (a) Primary. All other requirements are the same as for a thirty-six months common school.

3. HIGH SCHOOL.

(a) **Twelve Months.**—Valid to teach the subjects designated in any public high school of the state for a period of twelve months. The eligibility and grade requirements are precisely the same as for a twelve months common school.

The subjects are: Latin, German, French, Spanish, Literature and Composition, History and Civics, Physical Geography, Commercial Geography, Zoology, Botany, Physics, Chemistry, Commercial Arithmetic, Algebra, Geometry, Bookkeeping, and Stenography. From this list the applicant selects the subjects he expects to teach. An applicant may have a license if he makes the required grades and average on a majority of the subjects attempted. In all Literature examinations the manuscript is graded from 0 to 75 on correctness of answers and from 0 to 25 on the quality of English used.

(b) **Twenty-four Months.**—Valid to teach the subjects designated in any public high school of the state for a period of twenty-four months. The eligibility and grade requirements are precisely the same as for a twenty-four months common school. To secure this license the applicant must pass successfully in five or more of the subjects named in high school (a).

(c) **Thirty-six Months.**—Valid to teach the subjects designated in any public high school of the state for a period of thirty-six months. The eligibility and grade requirements are precisely the same as for a thirty-six

months common school. To secure this license the applicant must pass successfully in five or more of the subjects designated in high school (a).

(d) **Sixty Months.**—Valid to teach the common branches in any public school of the state and the designated high school subjects in any public high school of the state for a period of sixty months. The eligibility requirements are the same as for a thirty-six months common school.

The examination for this license is taken in two divisions. The First Division is upon the common branches. The grade and average requirements are the same as for a thirty-six months license. No license is issued upon first division results. The Second Division includes the high school subjects. These are arranged in five groups with requirements as indicated.

- i. Literature and Composition (required).
- ii. Algebra or Geometry (one required).
- iii. Botany, Zoology, Chemistry, Physics or Physical Geography (one required).
- iv. History and Civics, Latin, German, French or Spanish (one required).
- v. One subject not already taken, to be selected from ii, iii or iv.

Five subjects selected as above are required. The applicant may if he chooses pass upon additional high school subjects and have them properly entered upon the license. Upon the high school subjects the average must be 85% with no grade below 75%. Both divisions must be taken in one calendar year. An applicant who fails on the Second Division may at the end of the year receive a license upon the First Division, provided the grades warrant it.

4. SUPERVISORS.

(a) **Music.**—Valid to supervise and teach music in any of the public schools of the state for a period of twelve months. All persons meeting the eligibility requirements for a twelve months common school may take this examination. Applicants who are not high school graduates or the equivalent must be examined in Literature and Composition, Arithmetic, United States History and Physiology and Scientific Temperance. In these subjects the average must be 85% with no grade below 75%. Applicants who have not had the normal training may offer in lieu of it a course of one year or more in some approved school of music. No license will be issued unless the grade in Music is 85% or more. The examination is held in each county of the state on the last Saturday of April, May, July and August.

(b) **Art.**—Valid to supervise and teach art in any of the public schools of the state for a period of twelve months. All the rules and regulations pertaining to music apply here if for the word music the word art is substituted.

(c) **Manual Training.**—Valid to supervise and teach manual training in any of the schools of the state for a period of twelve months. All the rules and regulations pertaining to music apply here if for the word music the words manual training are substituted.

(d) **Sewing.**—Valid to supervise and teach sewing in any of the public schools of the state for a period of twelve months. All the rules and regulations pertaining to music apply here if for the word music the word sewing is substituted.

(e) **Cooking.**—Valid to supervise and teach cooking in any of the public schools of the state for a period of twelve months. All the rules and regulations pertaining to music apply here if for the word music the word cooking is substituted.

5. KINDERGARTEN.

Valid to teach for a period of twelve months in the kindergarten schools of the state that are supported in whole or in part by public funds. The subjects in the examination are kindergarten theory and practice, music, drawing and English. Any one eligible to any of the other examinations is eligible to this. No license will be issued unless the general average is 85%, not falling below 75% in any subject.

6. BY VALIDATION.

(a) **Life License.**—A Life license from another state that has been granted upon an examination equivalent to the life license examination in Indiana may be countersigned by the Superintendent of Public Instruction. When so signed, it becomes valid for life in any of the public schools of the state.

(b) **State Normal Diplomas.**—A state normal diploma that represents three full years' normal school work, preceded by four years' high school work, may be countersigned by the Superintendent of Public Instruction, provided the holder of it has taught successfully for two years since graduation. When so signed it becomes valid for life in any of the public schools of the state.

(c) **Diploma from Kindergarten Training School.**—A diploma from a kindergarten training school that has been approved by the State Board of Education may be countersigned by the Superintendent of Public Instruction and made a valid life license for kindergarten work.

III. ISSUED BY THE COUNTY SUPERINTENDENT.

1. COMMON SCHOOL.

- (a) Twelve Months.
- (b) Twenty-four Months.
- (c) Thirty-six Months.

2. PRIMARY.

- (a) Twelve Months.
- (b) Twenty-four Months.
- (c) Thirty-six Months.

3. HIGH SCHOOL.

- (a) Twelve Months.
- (b) Twenty-four Months.
- (c) Thirty-six Months.

All rules, regulations and requirements are the same for licenses issued by the county superintendent as for similar licenses issued by the State Superintendent, except that the former are good only in the county of issue.

4. EXEMPTION.

Valid to teach in any of the common schools of the state so long as the holder remains continuously in the service.

This license is issued by the county superintendent to the holder of a thirty-six months common school license who has had six or more years' experience. It is valid only in the county of issue and can be issued only in the county that granted the thirty-six months license.

IV. ISSUED BY THE STATE NORMAL SCHOOL.

1. LIFE.

The State Normal School is empowered by law to grant, two years after graduation, to all of its students who have given satisfactory evidence of professional ability to instruct and manage a school, a diploma which entitles them to teach for life in any of the schools of the state. For two years after graduation State Normal students must submit to examination the same as all other teachers.

OTHER EXAMINATIONS

I. BY THE STATE BOARD OF EDUCATION.

1. **HIGH SCHOOL EQUIVALENCY.**—This examination is for the benefit of those who have not had a regular high school course in a certified or commissioned school. The examination is held by the county superintendent but the papers are marked by the State Board of Education. Success in this examination qualifies for the Normal Training. The questions and requirements are as follows:

First Division.—Last Saturday of January, March, May and July.

Six questions in Algebra.

Six questions in Latin or German.

Six questions in Botany or Zoology.

Fourteen questions in English.

Second Division.—Last Saturday of February, April, June and August.

Eight questions in Geometry.

Six questions in Physics or Chemistry.

Ten questions in General History and Civics.

Six questions in Physical Geography.

A passing grade is a general average of 85%, with no grade below 75%. An applicant making the required average and falling below in no more than one subject in each division may be conditioned. This condition may be removed at some subsequent examination within the same calendar year. Both divisions of this examination must be taken in one calendar year.

II. BY THE COUNTY SUPERINTENDENT.

1. **SPECIAL FOR TEACHERS.**—In case of scarcity of teachers, a township trustee or a school board may serve the county superintendent with a written request for a special examination. The county superintendent then makes public announcement of the time and place of such examination and secures from the State Board of Education questions for the same. All the rules and regulations relating to regular examinations apply without change to the special examinations. Special examinations should be discouraged.

2. **FOR COMMON SCHOOL GRADUATION.**—In March, April and May county superintendents are required by law to “provide for the examination of all applicants for graduation in the common branches from township, district or town schools.”

Questions for these examinations are prepared by a committee of superintendents appointed by the County Superintendents' Association.

3. **FOR TOWNSHIP HIGH SCHOOL GRADUATION.**—A committee of superintendents from the County Superintendents' Association prepare uniform questions for the final examination of the students in township high schools.

SUCCESS GRADE

All teachers of one or more years' experience must have a success grade.

"It shall be the duty of the city, town and county superintendents of schools to visit each year the teachers under their charge and supervision, and from personal inspection and otherwise make an itemized statement and grading of the success of each teacher under their charge."

Each teacher must be furnished with a signed copy of his success grade not later than July first of each year. The county superintendent must keep in his office a permanent record of all success grades. A success grade is legal from July 1 to June 30 of the following year. In case a teacher ceases teaching for a year or more, his success grade upon beginning again is that of his last year's experience.

Schedule of Success Items.—All superintendents are required by law to use the following scheme in determining the success grade:

THE TEACHER 100%

A. Teaching Power 45%

Many items enter into this, but the principal ones are preparation of lesson, skill in presentation, and results attained.

B. Government 35%

The teacher's power in government is shown in the general spirit of the school, and in the attitude the pupils take toward their daily tasks, toward each other and toward the school property.

C. General Characteristics 20%

Under this head the personality of the teacher, his professional and community interest, and all those qualities that make for the best citizenship should be considered.

NOTES

1. All the examination questions for licenses and equivalency are prepared by the State Board of Education.

2. All examinations except those otherwise noted are held by the County Superintendents. These examinations occur on the last Saturday of each of the first eight months of the year.

3. The State Superintendent does not hold examinations.

4. Applicants desiring a license good in all counties of the state must send their manuscripts to the Department of Public Instruction. A fee of one dollar must accompany the manuscript. This fee entitles the sender to three trials unless a license is made on the first or second trial. The fee is required for all licenses issued by the State Superintendent; common school, primary, high school, supervisors and kindergarten. Both divisions of the sixty months examination must be paid for as though they were separate examinations.

5. Manuscripts sent to the State Superintendent must be designated by number. A manuscript containing the author's name will not be graded.

6. Except in the First Division Sixty Months examination the applicant receives whatever license his grades and eligibility allow.

7. All licenses issued by the State Superintendent are delivered to the applicant by the superintendent of the county in which the examination was taken.

8. At the beginning of each examination all strangers must be identified both as to given and surnames. Those who come from other counties should present written permission from their home county superintendent.

9. The power to revoke all county and state licenses rests in the county superintendent. The causes for revocation are incompetency, immorality, cruelty or general neglect of the business of the school.

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